

# CORAL SPRINGS REGIONAL INSTITUTE OF PUBLIC SAFETY



*"Commitment to Excellence"*

All of the classes that are offered at CSRIPS are listed on the website and most have a schedule for the entire academic year (October 1 – September 30). Each year the calendar should be finalized and published by August 1. The only exceptions are classes that may be added during the year due to high demand. Based on that, here is the format moving forward.

1. **View classes on [www.csrips.org](http://www.csrips.org).** Every class has a published registration open date.
2. **Email request to Chief McGilloway.** CSFD members that would like to request a benevolent spot **should** have the dates secured or swaps in place **PRIOR** to submitting the request. [Click here to send an email request](#) between 15 days prior to the open registration date but no later than 5 days prior to open registration. This gives you a 10 day window to finalize and secure your plans! Anything received less than 5 days prior to registration will be denied.
3. **Approval/Denied Notification.** Chief McGilloway will notify the applicants and the class manager who will receive the benevolent spots prior to the open registration date.
  - a. **Approved.**
    1. You will be provided a coupon code to use at registration. This will pay for your registration and tuition fees.
    2. **YOU MUST** complete the registration process through the website at [www.csrips.org](http://www.csrips.org). Select the class and it will walk you through the rest.
      - a. When it asks if you are a Returning Student or a New Student, please select Returning Student.
      - b. Most of you are most likely in the system already (based on historical uploads of data of previous classes taken between 2010 - 2016).
      - c. Please use the **Forgot ID/Password** option (in **red** just under the SIGN IN button).
      - d. The system will ask you for your email and attempt to retrieve your ID and password for you.
      - e. Please try your city email and personal email. If you are unsuccessful and the system cannot find you, at that point you can register as a new student.
      - f. Please be aware that multiple logins may cause issues when attempting to track your classes.
    3. An Education Promissory Note will appear on your dashboard after being approved and completing the registration process as noted above. **YOU** must accept the terms noted on the form to complete and accept your spot.
    4. Remember if you accept and register for a class and back out **you will be charged** for the class (extenuating circumstances will be considered).
  - b. **Denied.** If you are not approved for a benevolent spot you can still register for the class but you will be responsible for payment. Keep in mind it's OK and perfectly acceptable to invest in your own education in fact it is even encouraged!